

**Job Title:** Constituency Support Officer - Stakeholders  
**Working For:** Emma Foody MP (Cramlington and Killingworth)  
**Location:** Constituency Based  
**Salary:** £23,810 - £31,000

### **Job Details**

Emma Foody MP is seeking a highly motivated individual with excellent organisational and communication skills, and experience assisting community groups and charities to support her work across the Cramlington and Killingworth constituency.

The role will require experience of writing successful grant applications, as well as sourcing and developing funding bids with local organisations. The successful candidate will assist Emma in engaging with local organisations, community groups and charities across her constituency, developing and growing relationships.

### **Duties will include, but are not limited to:**

- Assisting organisations identify and develop grant applications and source funding opportunities
- Stakeholder mapping, engagement and management to build and develop relationships and contacts across the Cramlington and Killingworth constituency.
- Community outreach and pro-active engagement to develop, organise and deliver a programme of stakeholder events.
- Liaising with local stakeholders to resolve constituency matters.
- Analyse patterns of enquiries and produce reports.
- Attend constituency meetings and complete follow up actions.

### **Person specification**

#### **Essential:**

- Experience of writing successful grant applications and sourcing funding opportunities.
- Knowledge of the local, regional and national funding sources for community groups, charities and third sector organisations.
- Experience working within the charity, community and third sector in a voluntary or professional capacity.
- Experience of stakeholder mapping and building relationships with a range of organisations across the community and voluntary sector.

#### **Desirable:**

- Excellent organisational and communication skills
- Previous experience working in political or campaigning environment
- Sympathy with the aims and values of the Labour Party and Co-operative movement

**Closing Date:** Tuesday 20 January, 5pm

### **Application Details**

To apply for this post, please e-mail a one page covering letter and your CV to [emma.foody.mp@parliament.uk](mailto:emma.foody.mp@parliament.uk) with Constituency Support Officer - Stakeholders in the subject line.